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**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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Jane Dee Hull  
Governor

John L. Clayton  
Director

May 9, 2002

**WORKFORCE INFORMATION MEMO (WIM) #07-02**

**SUBJECT: WIA Guidance Letters**

**BACKGROUND:** In January 2002, the Workforce Development Administration (WDA) instituted "Workforce Investment Policy" (WIP) Memos as a way of distinguishing memos to Local Workforce Investment Areas (LWIAs) that conveyed requisite information on matters affecting their delivery of Workforce Investment Act (WIA) employment and training services. As the WIA grant recipient on behalf of the State of Arizona, the WDA has an obligation to issue "policy" guidance and establish parameters in order to effectively monitor the outcomes of fiscal, grants management, and program activities. To date, seven memos have been issued with the WIP designation (WIP #01-02 through #07-02).

It was brought to my attention that there appears to be some confusion regarding "policy" decisions that fall within the realm of responsibility of the Governor's Council on Workforce Policy (GCWP) and the WDA. To eliminate any confusion, WDA will no longer use the WIP designation for memos conveying state guidance regarding WIA provision of services. Such memos will now be called "WIA Guidance Letters". ***These guidance letters will be numbered sequentially beginning with WIA Guidance Letter #08-02,*** to maintain continuity with and relevance to the previous seven WIP Memos issued to local areas during calendar year 2002.

**ACTION REQUIRED:** Please distribute this information to all individuals in your LWIA who normally receive policy-related guidance from the state.

If you have questions, feel free to contact me at (602) 542-3957.

Sincerely,

Stan Flowers  
Program Administrator (Acting)  
Workforce Development Administration

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